



THE COUNTY OF KAUA'I

DEREK S. K. KAWAKAMI, MAYOR

MICHAEL A. DAHILIG, MANAGING DIRECTOR

News Release

For Immediate Release: April 2, 2020

OFFICE OF THE MAYOR
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County announces changes in Standard Operating Procedures (SOPs) for Department of Public Works, Buildings Division

LĪHU'E – The County of Kaua'i announces the following County-related changes in Standard Operating Procedures (SOPs) for the Department of Public Works, Buildings Division, in order to provide for the health, safety, and welfare of the people of Kaua'i from the potential spread of the novel coronavirus (COVID-19).

In order to provide for the health, safety and welfare of the public, the Building Division counter will be closed through April 30, 2020 or until further notice. Our front office staff is available for telephone inquiries at 808-241-4854. A representative from Building Division will also return calls within 48 hours of a message received.

PERMITS

1. New applications and payments (check only, payable to Director of Finance) for permits ready to be issued may be mailed to:

County of Kaua'i

Dept. of Public Works/Building Division

4444 Rice St., Suite 175

Līhu'e, HI 96766

2. New building permit applications may also be submitted on-line to our email address building@kauai.gov. Building Division staff will review applications and set up the permit in our system. The applicant will receive an e-mail notification to upload plans into the



electronic plan review (EPR) system and start the review process once plan review fees are paid. Please refer to the EPR Applicant User Guide available on the County website. www.kauai.gov/PublicWorks/Building.

3. The Building Division will continue to electronically receive and process permits during the physical closure of our office. Permits will be queued to be approved but not released until emergency rules pausing vertical construction are lifted.

INSPECTION REQUESTS

Building, plumbing and electrical inspectors will only honor requests for essential projects as per the Mayor's Emergency Rule #5 Amendment #2 March 31, 2020. Vertical construction, including renovation and remodeling activities, is not considered essential. Inspector contact information is available on our website www.kauai.gov/PublicWorks/Building should you have further questions.

To view a copy of the emergency proclamation, visit the County of Kaua'i's website at www.kauai.gov/KEMA.

For more information and to sign up for daily updates from the State Department of Health relating to current COVID-19 information, visit <https://health.hawaii.gov/news/covid-19-updates/> or <http://www.kauai.gov/COVID-19>.

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